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UNITED STATES DEPARTMENT OF AGRICULTURE  
Soil Conservation Service  
Washington, D. C.

FIELD MEMORANDUM SCS # 1072

Supersedes Field Memoranda SCS 919,  
919-A and 919-B, re: "Preparation,  
Execution, and Routing of Agreements,  
Permits, Related Amendments and Notices  
(Title III Lands)."

August 28, 1942

TO ALL RANKING FIELD OFFICERS

1. It has been found possible to reduce the number of copies of Grazing and Special Use Permits, Temporary Use Agreements, and related Amendments and Termination Notices prepared in connection with the issuance of use privileges on LU projects. This will result in a reduction of the work required in the preparation of permits, conserve paper, eliminate duplicate files and, thus, also serve to increase the efficiency of Service personnel.

2. Preparation:

When a consideration is involved, one original and three copies.  
When no consideration is involved, one original and one copy.

3. Execution:

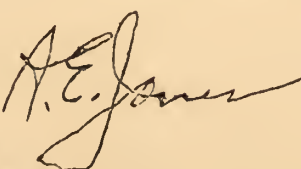
Only the original and one copy need be executed and the signature stamped or typed in on the remaining copies.

4. Routing:

One signed copy will be handed to or transmitted to the permittee immediately upon execution. When there is no consideration, the original may be filed in the project office. When there is a consideration, all copies (except the permittee's) will be forwarded to the Regional Budget and Finance Division, which will verify the consideration with the approved Schedule of Rates.

The Regional Administrative Services Division will assign a contract number and distribute as follows:

- a. One copy to be retained in the regional files.
- b. The original to be transmitted to the Chief of the Administrative Services Division in Washington.
- c. One copy to be returned to the project.

  
A. E. Jones  
Chief, Operations

